

CITY OF MERRILL
AIRPORT COMMISSION MEETING
Wednesday October 19, 2022, 6:00 PM
Merrill Airport Terminal

Voting Members: Gary Schwartz, (Chairman), Lyle Banser, Joseph Malsack,
Gary Schulz, Mark Weix Jr. (Alderman)

1. Call to Order
2. Approval of Meeting Minutes from September 21 2022
3. Approval of Vouchers
4. Runway 16/34 Project Status
5. Update Entitlement Projects 2022
6. Discussion/Decision Airport Signage
7. Repairs to Runway 16/34
8. Discussion/Decision T Hangar 4 Lease to Craig Hanig
9. F-84 Monument
10. Airport General Maintenance
 - a. Maintenance hangar door
11. Chairman's Report
12. Aviation Happenings
13. Nomination/Vote Merrill Municipal Airport Commission Chair
14. Public Comment
15. Agenda Items for Next Meeting
16. Adjournment

Gary Schwartz, Chairman
Merrill Municipal Airport Commission

The Merrill Airport is accessible to the physically disadvantaged. If special accommodations are needed, please contact the Merrill Airport at 715-536-2024.

PLEASE note time change to **6:00 PM**

City of Merrill
Airport Commission Meeting Minutes
Wednesday, September 21, 2022
Merrill Airport Terminal

Members Present: Gary Schwartz (Chairman), Joe Malsack, Lyle Banser, Gary Schulz, Mark Weix Jr. (Alderman), Rich McCullough (Manager)

Public Present: Larry Wenning

1. Call to Order – Meeting called to order by Chairman Schwartz at 18:00.
2. Approval of August 2022 Minutes – Motion by Malsack; second by Banser to approve minutes. All ayes. Motion carried.
3. Approval of Vouchers – Vouchers reviewed. Motion by Banser to pay vouchers; second by Malsack. All ayes. Motion carried.
4. Runway 16/34 Project Status – Schwartz reported on a meeting with FAA, Airport District Office (ADO) staff from the Great Lakes Region. ADO sent the data they were using for review at 95.15 crosswind component. In reviewing Merrill Airport's AWOS (Automated Weather Observation System) it is noticed that the time of their weather or wind observation is different by 5 – 6 hours, depending on Daylight Savings Time or Standard Central Time that we are in because this data is reported to them in ZULU Time (Greenwich Mean Time or Universal Time). This is significant because FAA engineering guidance allows a process of (weighting) the traffic by the time of day the traffic is happening. Schwartz, Becker Hoppe is sending the document with Merrill Airport wind data using the weighted traffic and corrected time zone numbers which rates Merrill at 94.8 crosswind component to Wisconsin Bureau of Aeronautics and Karl Lewis, AOPA (Airplane Owners and Pilots Association) to keep them up to date with the process. It has been observed that anything needing BOA processing is moving very slowly because of the backlog of work caused by the Covid Pandemic Shutdown of State workers and then the working from home process. We are anticipating things to return to an acceptable normal in the near future since the recent announcement of the Pandemic being over.
5. Update Entitlement Projects 2022 – It has been determined by Farhner, the asphalt reconditioning contractor, that it is too late in the year to get our projects done, so they will be pushed to 2023, except possible crack filling.
6. Discussion/Decision Airport Signage – No report. Banser and McCullough will be working on the F-84 painting and restoration. The plane will need a lot of pre-paint work and painting and display mounting by Spring 2023. Weix suggested we have Merrill's Communication Marketing Person work with us on the project. Will also be

contracting the Friends of the Airport Representatives Group and work on funding solutions.

7. Repairs to Runway 16/34 – Malsack reported the mastic project to seal cracks on 16/34 first week in October.
8. Airport General Maintenance – Maintenance of Repair Hangar Walk-In Door – Contractor hasn't had time yet. No lights replaced yet. Tractor was back but was returned for PTO shaft fix. The New Holland has 7000 hours on it now. Mower is back and working well. The purchase of a compact tractor and related equipment mower and loader was turned down by City officials. Discussion followed about trying to do the work around the Airport with contractors which is the most expensive versus hire the City with their equipment and employees which are less expensive; or do it with Airport equipment and contract personnel, which is the least expensive. In relation to this topic, equipment that is scheduled to be replaced is deferred to a later date to save money when we determine when equipment still has a useful service life. (i.e., 2008-one ton pickup and 93 plow truck). In response to the Hatz Hanger with roof damage, he is to be talking to building inspector and set date for repairs.
9. Chairman's Report – Schwartz reported visiting with Mayor Hass, who has suggested a two-year extension to his term. The October Meeting will have an agenda item for nomination, and vote for Commission Chair.

All entitlement projects have been approved and all entitlement money is going to be available, including one year of entitlement that timed out. This will be replaced with AIP money from BOA. Approval for a new Master Plan has been given by the BOA which hires a private firm to do them. We have asked that Beecher and Hoppe engineering who has done all of the engineering work for Merrill Airport to be involved and provide historical and technical data for the Master Plan. Schwartz has requested that this Master Plan have a stand alone Economic Study of the Merrill Airport to be able to demonstrate its economic value to the City.

Discussed City Hanger #4 rental for October 1. Craig Hanig is next on the list for the City hanger and has consensus approval for October 1 possession. Formal motion and vote to follow at October Meeting.

Schwartz reported FAA is coming to look at the wrecked Sundowner and having a Lycoming Tech representative tear down the motor to determine the cause of loss of power. Plane can then be removed.

10. Aviation Happenings – Schultz reported approval of STC (Supplemental Type Certificate) for the use of GAMI (General Aviation Modification Incorporated) which is a premium unleaded fuel for replacement of the current 100LL. Fuel can be mixed or added to existing fuel supply. When it becomes available, 100LL will be discontinued. No dates are known for supply of new fuel yet.

Schultz discussed a mid-air crash at North Las Vegas. The determination was made that the airport was not structured properly for current standards of parallel runways because its construction dates back to the WWII timer period. The runways will have to be

reconstructed to comply with new standards.

Crop seeding has been happening in the area using an Ag Cat, a plane that is capable of operating from the Merrill Airport, seeding and spraying crops at low altitudes.

11. Public Comment – Question was asked about Economic Benefit Study. 2012 was the last Economic Benefit Study. That Study was done by BOA. Would like to have a more current report done this year, if possible.
12. Agenda Items for Next Meeting – Approval for City Hanger #4 to Craig Hanig. F-84 Agenda item. Vote for Commission Chairman.
13. Currently meeting at 6:00 PM. (winter hours)
14. Adjournment – Malsack motioned to adjourn; second by Wiex. All ayes; motioned carried.

Minutes prepared by Lyle Banser

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2022

10 -General Fund
Airport

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
=====					
<u>Intergovernmental</u>					
43510-43510 CARES - COVID19 Reimb	0.00	0.00	0.00	0.00	0.00
TOTAL Intergovernmental	0.00	0.00	0.00	0.00	0.00
<u>Public Charges-Services</u>					
43510-46340 Airport Revenue	25,500.00	1,485.00	20,840.66	81.73	4,659.34
43510-46400 Fund 27 - Fuel Profit	0.00	0.00	0.00	0.00	0.00
TOTAL Public Charges-Services	25,500.00	1,485.00	20,840.66	81.73	4,659.34
<u>Miscellaneous Revenues</u>					
43510-48445 Ins Recovery-Damages	0.00	0.00	0.00	0.00	0.00
TOTAL Miscellaneous Revenues	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	25,500.00	1,485.00	20,840.66	81.73	4,659.34
EXPENDITURES					
=====					
<u>Personnel Services</u>					
53510-01-51000 Social Security	985.00	117.30	735.74	74.69	249.26
TOTAL Personnel Services	985.00	117.30	735.74	74.69	249.26
<u>Contractual Services</u>					
53510-02-13400 FBO/Airport Man. Contract	57,405.00	4,783.74	43,053.66	75.00	14,351.34
53510-02-15500 Snow Removal Services	7,500.00	0.00	3,138.70	41.85	4,361.30
53510-02-15550 Mowing Services	7,500.00	1,533.19	5,781.80	77.09	1,718.20
53510-02-15600 Brush Cutting/Tree Grub	6,000.00	190.58	6,777.15	112.95	(777.15)
53510-02-21000 Water and Sewer	1,000.00	0.00	486.34	48.63	513.66
53510-02-22000 Electric and Natural Gas	15,000.00	1,133.88	12,468.73	83.12	2,531.27
53510-02-24000 Black Top Maintenance	15,149.00	0.00	0.00	0.00	15,149.00
53510-02-24250 Electrical Maint/Repair	4,000.00	0.00	1,553.64	38.84	2,446.36
53510-02-24271 Electric to New Hangar	0.00	0.00	0.00	0.00	0.00
53510-02-24277 Lightning Damage Repairs	0.00	0.00	0.00	0.00	0.00
53510-02-24600 T-Hangar Repair/Maint.	750.00	0.00	475.51	63.40	274.49
53510-02-24700 Terminal Maint/Repair	0.00	1.99	141.99	0.00	(141.99)
53510-02-24703 LED Lighting Improvements	0.00	0.00	0.00	0.00	0.00
53510-02-24711 SRE Building	0.00	0.00	0.00	0.00	0.00
53510-02-24725 FBO Hanger Maint/Repairs	500.00	0.00	35.05	7.01	464.95
53510-02-24733 New Terminal - Maint/Imp.	750.00	211.60	259.96	34.66	490.04
53510-02-24735 Cleaning - New Terminal	1,250.00	150.00	1,000.00	80.00	250.00
53510-02-24739 Parking Lots-Painting/Rep	0.00	0.00	0.00	0.00	0.00
53510-02-24750 House Maintenance/Repair	750.00	0.00	0.00	0.00	750.00
53510-02-25000 Telephone (9-1-1 Backup)	750.00	1.13	16.18	2.16	733.82
53510-02-30000 Regulatory Fees/Permits	130.00	0.00	130.00	100.00	0.00
53510-02-31117 Compass Rose Project	0.00	0.00	0.00	0.00	0.00
53510-02-31777 Legal Notice-Public Heari	0.00	0.00	0.00	0.00	0.00

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2022

10 -General Fund
Airport

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
53510-02-91000 AWOS - Airport	0.00	0.00	0.00	0.00	0.00
TOTAL Contractual Services	118,434.00	8,006.11	75,318.71	63.60	43,115.29
<u>Supplies & Expenses</u>					
53510-03-10000 Office Supplies	125.00	0.00	0.00	0.00	125.00
53510-03-32000 Education & Conference	100.00	0.00	0.00	0.00	100.00
53510-03-40000 Operating Supplies	2,000.00	38.99	2,594.53	129.73	(594.53)
53510-03-41000 Promotion - Airport Day	3,000.00	0.00	0.00	0.00	3,000.00
53510-03-41500 Airport Promotion	500.00	0.00	669.00	133.80	(169.00)
53510-03-42500 Support - Gates/Cameras	3,500.00	0.00	2,976.24	85.04	523.76
53510-03-42575 Fiber - Spectrum	3,600.00	300.00	2,699.00	74.97	901.00
53510-03-42600 UPS-Computer Equipment	0.00	0.00	0.00	0.00	0.00
53510-03-50000 Repair/Maint Supplies	1,000.00	222.37	385.04	38.50	614.96
53510-03-50750 Equipment Maint/Repair	4,750.00	0.00	509.80	10.73	4,240.20
53510-03-51000 Vehicle Repair/Maint	1,500.00	1,228.45	5,236.96	349.13	(3,736.96)
53510-03-53000 Fuel & Oil-For Equipment	5,500.00	536.98	3,050.31	55.46	2,449.69
TOTAL Supplies & Expenses	25,575.00	2,326.79	18,120.88	70.85	7,454.12
TOTAL EXPENDITURES	144,994.00	10,450.20	94,175.33	64.95	50,818.67
REVENUES OVER/(UNDER) EXPENDITURES	(119,494.00)	(8,965.20)	(73,334.67)	0.00	(46,159.33)

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2022

27 -Merrill Airport Fuel
Aviation Fuel

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES =====					
<u>Taxes (or Utility Rev.)</u>					
43515-41110 Tax Levy - Airport 2020	0.00	0.00	0.00	0.00	0.00
TOTAL Taxes (or Utility Rev.)	0.00	0.00	0.00	0.00	0.00
<u>Public Charges-Services</u>					
43515-46340 Airport Revenue 2020	0.00	0.00	0.00	0.00	0.00
43515-46450 Jet-A Fuel Sales	23,500.00	0.00	11,846.10	50.41	11,653.90
43515-46457 100LL Fuel Sales	56,500.00	9,644.55	40,622.36	71.90	15,877.64
TOTAL Public Charges-Services	80,000.00	9,644.55	52,468.46	65.59	27,531.54
<u>Miscellaneous Revenues</u>					
43515-48222 Sale of Vehicles-Equipment	0.00	0.00	0.00	0.00	0.00
43515-48500 F84 Memorial Revenue	0.00	0.00	0.00	0.00	0.00
TOTAL Miscellaneous Revenues	0.00	0.00	0.00	0.00	0.00
<u>Other Financing Sources</u>					
43515-53333 CC - Car Rentals	0.00	0.00	0.00	0.00	0.00
TOTAL Other Financing Sources	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	80,000.00	9,644.55	52,468.46	65.59	27,531.54
EXPENDITURES =====					
<u>Contractual Services</u>					
53515-02-24500 Fuel System Maintenance	3,500.00	0.00	1,992.95	56.94	1,507.05
53515-02-25022 Telephone-Fuel Pumps	500.00	118.03	913.69	182.74	(413.69)
53515-02-25028 Telephone-CC Line	925.00	94.04	799.91	86.48	125.09
TOTAL Contractual Services	4,925.00	212.07	3,706.55	75.26	1,218.45
<u>Special Services</u>					
53515-04-51000 Jet-A Truck Repair/Maint	1,000.00	0.00	0.00	0.00	1,000.00
53515-04-52666 Fuel Credit Card Fees	2,000.00	322.83	1,704.14	85.21	295.86
53515-04-53000 Jet-A Fuel Purchases	20,000.00	0.00	0.00	0.00	20,000.00
53515-04-53250 100LL Fuel Purchases	48,000.00	0.00	46,953.87	97.82	1,046.13
53515-04-53333 Rental Car - Paid via CC	0.00	0.00	0.00	0.00	0.00
TOTAL Special Services	71,000.00	322.83	48,658.01	68.53	22,341.99
<u>Fixed Charges</u>					
53515-05-11000 Transfer - Debt Service	1,625.00	0.00	0.00	0.00	1,625.00
TOTAL Fixed Charges	1,625.00	0.00	0.00	0.00	1,625.00

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2022

27 -Merrill Airport Fuel
Aviation Fuel

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Capital Outlay</u>					
53515-08-57500 Airport - Equipment	0.00	0.00	0.00	0.00	0.00
TOTAL Capital Outlay	0.00	0.00	0.00	0.00	0.00
 TOTAL EXPENDITURES	 77,550.00	 534.90	 52,364.56	 67.52	 25,185.44
 REVENUES OVER/(UNDER) EXPENDITURES	 2,450.00	 9,109.65	 103.90	 0.00	 2,346.10
 FUND TOTAL REVENUES	 80,000.00	 9,644.55	 52,468.46	 65.59	 27,531.54
FUND TOTAL EXPENDITURES	77,550.00	534.90	52,364.56	67.52	25,185.44
 REVENUES OVER/(UNDER) EXPENDITURES	 2,450.00	 9,109.65	 103.90	 0.00	 2,346.10
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*** END OF REPORT ***